

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

03-19

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Other

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Amendment Number:

Contract Number

EP-C-08-010

Contract Period 12/16/2008 To 11/30/2012

Base

Option Period Number 3

Title of Work Assignment/SF Site Name

NCER Communications Support

Contractor

SCIENTIFIC CONSULTING GROUP, INC, THE

Specify Section and paragraph of Contract SOW

2.1,2.2,2.3,2.4

Purpose:

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Work Assignment

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Work Assignment Close-Out

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Work Assignment Amendment

☐

Incremental Funding

☐

Work Plan Approval

Period of Performance

From 12/06/2011 To 11/30/2012

Comments:

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

12/16/2008 To 11/30/2012

Cost/Fee:

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated:

Cost/Fee:

LOE:

Cumulative Approved:

Cost/Fee:

LOE:

Work Assignment Manager Name Myles Morse

Branch/Mail Code:

Phone Number 202-343-9706

FAX Number:

(Signature)

(Date)

Project Officer Name Verla Sutton-Busby

Branch/Mail Code:

Phone Number: 202-564-6808

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(Signature)

(Date)

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(Date)

Contracting Official Name Renita Tyus

Branch/Mail Code: CPOD

Phone Number: 513-487-2094

FAX Number: 513-487-2109

(Signature)

(Date)

PERFORMANCE WORK STATEMENT

Contract Number EP-C-08-010

Scientific Consulting Group

Work Assignment Number: 03-19

Title: NCER Communications Support

Period of Performance: CO Approval through 11/30/2012

Work Assignment COR: Myles Morse
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I. Introduction

The National Center for Environmental Research (NCER) implements four unique environmental science programs: Science to Achieve Results (STAR) research grants program, undergraduate and graduate student fellowships, the Small Business Innovation Research (SBIR) program, and the P3 – People, Prosperity, and the Planet – Student Design Competition in

Sustainability. The success and impact of these programs rely, in part, on extensive communications and outreach activities. This work assignment is for support for all of NCER's programs in communications activities and products.

II. Scope of Work

A) Develop Outreach and Communication Materials

Provide editorial and graphic support to produce various print and multimedia products that explain NCER programs, projects and policies. These products may include 12-25 of any of the following: reports, booklets, brochures, posters, presentations, fact sheets, press kits, information packets, business cards, postcards, advertisements, flyers, and mailings..

Tasks: The contractor shall perform the following activities:

- 1) Draft text from existing materials supplied by the EPA WA COR.
- 2) Edit text at different levels - substantive edit, copyedit, and proofread - as directed by the EPA WA COR.
- 3) Propose graphic design and layout for products.
- 4) Prepare final versions of products.
- 5) Communications research
- 6) Writing and editing
- 7) Graphic design and research
- 8) Program outreach activity plans and distribution of promotional materials
- 9) Communication program implementation

Deliverables

The contractor shall supply the following to the EPA WA COR upon receipt of technical direction:

- 1) Documents (includes possible items in categories mentioned above) - 5
- 2) Presentations - 4
- 3) Mailings - up to 2 of approximately 300 letters each
- 5) Research and implementation for communication strategies - 4

B) Provide Exhibit Support for Conference and Meetings

NCER frequently exhibits at professional meetings. Exhibits require some advance work and set up at the meetings as well as striking the exhibit and shipping equipment and supplies back to the office or the next meeting. The contractor may provide support for up to 10 meetings. The EPA WA COR will provide the list of meetings for which help is

needed.

Tasks and Deliverables

- 1) Determine dates for registration and shipping deadlines.
- 2) Gather materials for distribution in consultation with the EPA WA COR.
- 3) Prepare materials for shipping, including exhibit registration forms.
- 4) When the meeting is in the Washington DC metro area, assist with setup and striking of the exhibit.
- 5) Maintain inventories of exhibits and materials, update and repair as necessary.

C) Graphic Design and Production

As the technology available for communications and outreach expands to include new formats and media, NCER must adapt the delivery of its information to include current (web and print) as well as the new technologies (video, blogging, web 2.0 to name a few on the immediate horizon). The contractor may provide support for conversion of existing material and development of new material to fit the new technologies for 4-6 projects.

Tasks and Deliverables

- 1) Provide audio and videographer support and production for interviewing NCER POs, fellows, P3 teams and SBIR business people at NCER meetings.
- 2) Provide graphic design and production support posters and other large format information products – 10

III. General Requirements

A) Schedule of Deliverables

To be determined by technical direction for each product.

B) Staffing

In the work plan, the contractor must identify qualified staff to perform tasks provided in the work assignment.

C) Conflict of Interest

The contractor shall disclose any conflict of interest regarding this work.

D) Management Controls

Analysis and materials prepared by the contractor will be based on information obtained by contractor at the direction of the EPA WA COR. Information in support of this work assignment will be provided to the contractor directly from NCER staff members.

Periodic meetings between the EPA and contractor work assignment managers are encouraged to discuss any questions that may arise during performance or completion of this work assignment. At the EPA WA COR's discretion, these meetings may occur via teleconference or video conferences. The contractor shall document these meetings and submit copies of this correspondence to the EPA WA COR.

The EPA WA COR may identify one or more EPA technical representatives for this work assignment. Interaction between the contractor and any EPA technical representative(s) designated by the EPA WA COR is solely for the purpose of presenting and discussing the information, analyses, results, or presentations related to this work assignment. The interaction will be technical communication vice technical direction. Per the technical direction clause EPAAR 1552.237-71 of the contract, the EPA PO COR and the EPA WA COR or alternate EPA WA COR are the only representatives of the CO authorized to provide technical direction.

Per the technical direction clause, the CO and PO will be provided with copies of all technical direction.